Women's Government Association

of

MANSFIELD STATE NORMAL

1925 - 1926

GREETING

From a sincere desire that we may be helpful in all that pertains to our mutual welfare, the Women's Government Association presents this little book containing much special information which, we hope, will prove of value to those coming here for the first time. It is not designed to take the place of the personal welcome which each "Big Sister" desires to extend. May you find pleasure and profit in participating in our school life and in helping to carry forward its ideals. We welcome you to Mansfield State Normal.

OFFICERS OF GOVERNMENT ASSOCIATION—1925–1926

1. Bertha Crisman.....President
2. Carmen Milliren.....
   .....Secretary of Social Dept.
3. Harriett McCabe.....
   .....Secretary of Public Service
4. Gertrude Cross..Sec. of Industry
5 Beatrice Geary .....Treasurer
6. Ruth Terry .....Recorder

CONSTITUTION OF THE WOMEN'S GOVERNMENT ASSOCIATION OF MANSFIELD STATE NORMAL SCHOOL

Article 1. Name

This organization shall be called the Women's Government Association of Mansfield State Normal School.

Article II. Purpose

The purpose of the Association is to help direct student activities and to maintain good order in the school community, especially by fostering the civic virtues of self-control, courtesy, co-operation, responsibility, and obedience to lawful authority.

Article III. Membership

All students and teachers of North

Hall and the Domestic Science Cottages are members of this Association.

Article IV. Dues

Dues shall be 25 cents per semester per member.

Article V. Departments

Section 1. The Association shall carry on its work through the following departments:

1. The Department of Industry.
2. The Department of Public Service.
3. The Social Department.

Section 2. The members of these three departments sitting together shall constitute the legislative body of this Association.

Article VI. General Officers

Section 1. Each year there shall be elected by this Association the following officers:

1. A President.
2. A Recorder.
3. A Treasurer.
4. A Secretary of the Department of Industry.
5. A Secretary of the Department of Public Service.
6. A Secretary of the Social Department.

Section 2. The Dean of Women shall be a member ex-officio of all departments.

Article VII. Duties of General Officers

Section 1. The President shall (1) preside over all meetings of the Women's Government Association; (2) preside over meetings of the Governing Council; (3) act as a member of the Advisory Council of the school.

Section 2. The Recorder shall keep the minutes of meetings of this Association and the Governing Council, answer the correspondence of the Association and keep its records.

Section 3. The Treasurer shall receive all funds of the Association and pay bills against it as directed by the Council.

Section 4. The Secretary of Industry shall be the executive head of all student activities concerning punctuality, attendance, study and scholarship.

Section 5. The Secretary of Public Service shall be the executive head of all student activities which pertain to the conveniences of community living, including orderliness in and about the building, safety, lights and care of the mail.

Section 6. The Secretary of the Social Department shall be the executive head of extra curricular activities co-operating with the religious, literary, musical and athletic organizations of the school. She shall also be concerned with the maintenance

and improvement of ideals of order, self-control, voice and courtesy.

Article VIII. Floor Officers

Section 1. Each semester there shall be elected from each floor, voting separately, three Lieutenants to serve in each of the three departments; namely, the Department of Industry, the Department of Public Service, the Social Department.

Section 2. For voting purposes the students of the Domestic Science Cottage shall be considered members of the second floor.

Article IX. Duties of Floor Officers

Section 1. The Lieutenants shall co-operate with the heads of their several departments in carrying out the work and maintaining the ideals of the departments.

Section 2. It shall be the right and duty of a Lieutenant to see that the regulations of her department are observed by all students whether they are members of her floor or not, in all places where teachers are not in direct control; such as halls, stairways, campus, dining-room, students' rooms.

Section 3. The members of each department shall meet at least once a month.

Article X. Governing Council

Section 1. The Governing Council shall consist of the President, the

Recorder, the Treasurer, the Secretary of Industry, the Secretary of Public Service, the Secretary of the Social Department and the Dean of Women.

Section 2. The Governing Council shall have full power to see that the rules and regulations of the Association are kept.

Section 3. Complaints against any student thought to be guilty of violating any law of the school may be made to the Secretary of the Department in which the offense has occurred.

Section 4. The department in which any offense is said to have occurred shall, when necessary, state the case to the Governing Council after which the accused student shall have the right to speak in her own defense. The action of the Governing Council may extend to recommendation of the student to the Dean of Women and the Principal of the school for suspension or expulsion.

Section 5. Written records of all offenses reported to the Governing Council shall be kept in the files of the Association.

Section 6. The Governing Council shall have the veto power concerning all legislation.

Section 7. The Governing Council may appoint any additional officers found necessary for the enforcement of law and the preservation of order.

Article XI. Advisory Council

Section 1. The Advisory Council shall consist of the President of the Women's Government Association, the President of the Men's Government Association, the Dean of Women, the Dean of Men, the Principal of the School or in his absence the Dean of Instruction of the school.

Section 2. The Advisory Council shall have the power to bring to the attention of the Governing Council any matter pertaining to student welfare which needs consideration and shall act in an advisory capacity to the Governing Council.

Article XII. Right and Duties of Members

Section 1. It shall be the right of every member of this Association to make suggestions to any officer, for the improvement of the laws of the Association and for anything concerning the general welfare of the school.

Section 2. It shall be the duty of every member (1) to uphold the reputation of Mansfield State Normal School through the exercise of cooperation, self-control, courtesy and obedience; (2) to respect the authority of all officers; (3) and to attend the meetings of the Association. Failure to do so shall be considered an offense.

Article XIII. Qualifications for Office

Section 1. All candidates for membership in the Governing Council shall be: (1) seniors in good standing, with honorable records for regularity and punctuality in classes, for conduct and for scholarship; (2) students who have evinced qualities of leadership and who stand for the best things in American citizenship and in our school life.

Section 2. A candidate's name may be legally placed for nomination for membership in the Governing Council after (1) it has been presented to the council or Dean of Women accompanied by the signatures of ten students, and (2) the Principal, the Dean of Instruction, the Dean of Women, and the Dean of Men have satisfactorily passed upon the candidate's record.

Section 3. Two of the three Lieutenants elected for each department from each floor must be Seniors or Middlers.

Article XIV. Amendments

Amendments to this Constitution may be made at any time by the Association.

The Work of the Departments.

The pages which immediately follow aim to give an idea of how the three departments carry on their work and to acquaint you with their regulations. In addition to the regulations concerning activities directly under their control, these statements contain, for your convenience, certain long-standing regulations not initiated or controlled by the student government. The government is, however, interested in their being observed.

THE DEPARTMENT OF PUBLIC SERVICE

This department aims to make our living together more convenient and safe and to preserve the school property entrusted to our care. We hope to extend our usefulness as your requests point out your needs.

Lights

1. All lights must be out at 10 p. m. Every girl should be in her own room promptly at this time. In case there is something to interfere with

the usual retiring hour—such as entertainments, recitals, concerts, twenty minutes are allowed for lights after arriving inside the dormitory. This applies when the majority attend such affairs.

2. Turn out the electric lights when you leave your room during the evening.

Mail

1. Each girl is assigned a lock box in the postoffice on second floor and her mail placed therein.

2. Students must not enter the mail room.

3. Outgoing mail may be left on the railing at the "Well" and will be collected at 9:45 each night by members of the Department.

4. Girls must not go for the night mail until 9:30 P. M.

Care of Rooms

1. All rooms should be arranged and decorated in good taste, and carefully cared for.

2. Tacks, nails, or pins must not be used in the walls. All pictures or banners must be hung from the moulding.

3. Girls may clean their rooms on Tuesdays and Fridays from 6:30 a. m. till 6:00 p. m.

4. Rugs may be shaken from the third arcade only.

5. Water must not be used on the polished hardwood floors.

6. Every room is inspected and rated once a week by the matron.

Laundry

1. Outgoing laundry bags should be placed near the freight elevator on second floor Sunday night.

2. The laundry rooms are open for the use of girls from 12:30 P. M. till 5:30 P. M. and from 6:30 P. M. till 7:30 P. M. from Monday until Saturday and from 8 A. M. till 5 P. M. on Saturday.

Errand Leave Down Town

1. During the school day students may go down town for errands. They are not expected to be on the street continually.

2. Senior girls have errand leave down town until 9:30 P. M. on Friday and Saturday evenings; Middlers until 7:30 P. M.

3. Permission to dine down town, spend the week-end with a down-town friend, and the like, must be secured from the Dean of Women.

4. Young ladies should not loiter about the streets or ice cream parlors together or with young men.

Week-end Leave

1. All girls who desire to week-end home regularly or often should

file a permission blank signed by their parents in the office of the Dean of Women at the beginning of the school year.

2. Similar blanks should be presented to the Dean for other out-of-town trips each time.

3. All girls leaving the dormitory for the week-end must sign the book in the Dean's office.

Attendance at Church

1. All students are expected to attend church at least once a week. Girls are urged to affiliate with one of the Sunday Schools if possible.

2. Girls desiring to attend church Sunday evening must sign the book in the Dean's office before leaving the dormitory.

3. Girls desiring to attend mid-week services should do the same.

4. Girls attending choir practice at any church should have their names on the list of choir members filed in the Dean's office—the chorister will be held responsible for attendance and chaperonage.

Fire Drills

1. Alarm—One long continuous ring:

(a) Alarm may be rung by pressing the electric button in the corridor on third floor or on first floor.

(b) Be positive there is a fire before you ring.

2. Fire Captains—The girls in the farthest corner rooms on each floor shall act as fire captains going toward each exit and seeing that each room is empty.

3. Drill—Leave building by nearest exit. All outside doors have fire bolts that allow opening from the inside at any time.

(a) In student rooms—

(1) Turn on light.

(2) Leave door wide open.

(3) Move directly toward nearest exit.

(4) Avoid pushing and jostling others.

Whereby You Can Be Helpful

1. By not wasting water. Please report any bathroom trouble to the matron at once.

2. By turning out the electric lights when you leave your room.

3. By refraining from throwing waste material from your window.

4. By refraining from setting anything on the railing at the well or on window ledges. It might fall and injure some one.

5. By cheerfully obeying the requests of those in authority. You may not at once understand all requests, but they are for the good of the school of which you are a part.

THE DEPARTMENT OF INDUSTRY

This department aims to assist the school in maintaining a high standard of scholarship by regulating study hours and providing periods for rest and quiet. We believe that the well-poised, efficient woman has a definite time for work, that she has adequate rest, and that she takes time for reflection.

1. There is to be a suitable degree of quietness and order throughout the building at all times.

2. On study hour nights, which are the first four nights in the week, the halls and rooms are to be kept quiet from 7:30 o'clock until 9:30 p. m.

3. Girls are privileged to go to another room during study hour, but for business only. This shall not mean that excessive running about the hall is to be countenanced.

4. Girls desiring to work in the library evenings should pass directly and quietly and should not loiter on the arcade to talk.

5. Bedroom slippers must be worn during study hour.

6. Girls not wishing to be disturbed during study hour should place signs on their doors. These signs are to be respected.

7. Girls are not allowed to take baths after 9:45 p. m.

8. Quiet hour shall be observed

Sundays from 2 to 3 p. m. and from 8:30 to 9:30 p. m. No girl is to leave her room and the rooms and hall must be perfectly quiet.

9. These rules and regulations apply to guests when the school is in active session.

10. The lieutenants of this Department shall see that their floors are kept quiet and when necessary, remind girls of their responsibility. They shall see that these regulations are carried out.

How to Study so as to Save Time and Learn More

When—Study when you are rested. Wait a little after meals.

Where—Study in the best light you can get. Daylight is much better than artificial light. Let the light shine on your page over your left shoulder. Be sure your study room is well ventilated.

How—Tools: Have your tools ready. It wastes time to run around for paper, pen, pencils, or books after you have started work.

Teacher's Help—Pay strict attention in class to your teacher's assignment of the lesson. She often gives you hints or suggestions that will save you a great deal of time in your own preparation.

Concentration: Put your whole mind on what you are doing. Concentration is the finest time-saver and the best road to learning that has ever been discovered.

Main Points: Be sure you know the topic of your lesson and the main points included under it. Pay most attention to these.

Review: The right way to review is to think over what you have studied, make note of parts of the work in which you find yourself weak, and then study these parts again.

THE SOCIAL DEPARTMENT

The Social Department is concerned in developing correct social habits and the ability to co-operate toward the common good, and in helping to promote a wholesome, social atmosphere in our school. It carries on its work through talks with and to the students, through "drives," and through helping in providing opportunities for social good times. The following organizations, some of long-standing, others very recently formed, are open to women students:

Young Women's Christian Association—This is open to all girls in the school. Its purpose is to develop a higher spiritual ideal among the girls and to extend kindly services to the girls and to the needy outside. The regular weekly meetings are of a re-

ligious nature. During the past year in addition to their informal social affairs, the girls have given a Get-acquainted party, an Easter pageant, contributed generously to the Harrison Valley Children's Home, and helped some needy families in the community.

Athenaean and Emersonian Literary Societies—Practically every student in school is a member of one of these. Each society presents an interesting program once a month. These literary meetings afford opportunity for the members to appear before the entire student body.

Girls' Athletic Club—This club helps to foster school spirit in athletics. It promotes the following activities, in season, for its members: tennis, basket ball, indoor base ball, tobogganing, hiking, and swimming. This year it sponsored the Annual Gym Exhibit.

Hiking Club—These girls are especially interested in walking. During the last year they have sponsored many hiking parties and several social affairs. The members work definitely for a hiking score. This year ten reached the maximum requirement and received the school letter.

Out-Door Club—The members of this are interested in studying birds and flowers and becoming better acquainted with our out-door environment. Their meetings are literary and social. In addition to their usual

trips they are planning frequent longer excursions.

Rurban Club—This aims to make a careful study of the Country Life movement and to develop in its members a conscientious sense of personal resposibility in country life betterment.

Art Club—Any student who attains a grade of ninety per cent in Junior Art is eligible to membership in this club. It endeavors to increase the significance and appreciation of the fine arts among the members and in the school.

Cecilian Glee Club—Students who have good voices and a fair ability to read music become members of this club. It accomplishes at least three things: provides music for special occasions, teaches the right use of the voice, familiarizes its members with beautiful part songs.

Dramatic Club—This is particularly interested in studying modern drama and presenting short plays. One lengthy play is presented in Alumni Hall each year.

Student Participation in Extra-Curricular Activities

1. Membership.

(a) Minimum Requirement— Acttive membership in one organization

exclusive of Y. M. C. A. and Y. W. C. A.

(b) Maximum Allowance — Active membership in two organizations exclusive of Y. W. C. A. and Y. M. C. A. and class organizations.

2. Office Holding.

(a) Maximum—One major and one minor office at same time or two minor offices.

(b) Major Offices:

President of Government Association.
President of Y. W. C. A.
President of Y. M. C. A.
President of Athenaean Literary Society.
President of Emersonian Literary Society.
President of Rurban Club.
President of Hiking Club.
President of Girl's Athletic Club.
President of Outdoor Club.
President of Dramatic Club.
President of Art Club.
President of Senior Class.
Editor-in-Chief of Carontawan.

(c) Minor Offices:

Student Council.
Y. W. C. A. Cabinet.
Y. M. C. A. Cabinet.
Any office (except major) in any club.

Note:—Exceptions to the above regulations must be made through the offices of the Dean of Women and the Dean of Men.

SOCIAL TRADITIONS

Social Nights for Men and Women.

I. In the Corridor.

Tuesday and Wednesday:

1. Same couple should not stay both nights.
2. All couples leave at 7:15.
3. Girls should not accompany men out second floor corridor.
4. Men should not loiter on second floor.

Friday and Saturday:

1. Same couple should not stay both nights.
2. All leave at 8:00 o'clock.
3. Girls should not accompany men out second floor corridor.
4. Men should not loiter on second floor.

II. Reception Room.

Friday and Saturday:

1. Used for this purpose only after functions in Alumni Hall.
2. Same couple should not stay both nights.
3. Men shall leave building at 9:45.

Sunday Walking Privilege

1. Men and women students who are seniors or middlers may go walking unchaperoned on Sunday from 3:00 P. M. till 5:30 P. M.—Juniors may not have this privilege.

2. Such walking must be within the boro limits and on the main streets. The section of the boro west of the high school bridge shall not be used.

3. Couples desiring to go outside the boro limits should be chaperoned. The usual party list should be handed in at the office of the Dean of Women.

4. Junior couples may walk together on Sunday if chaperoned by a faculty member. A party list is required.

5. Couples should not be conspicuous or loud in their behavior, should not sit along the roadside, or loiter about the business places.

6. If in the judgment of both councils and deans conditions warrant it the Juniors may be extended Sunday walking privileges for the last two months of the school year.

Walking After Dinner.

1. In summer as soon as the conditions of the campus will permit the social hour after dinner may be spent on the campus or the walks about the campus.

2. The walks to be so used are the walks on the west side of the campus which extends in front of the Principal's residence and the north walk as far as the training school. The lane back of the buildings shall not be used.

Automobiling

1. Students are requested not to keep automobiles in Mansfield while in school.

2. Permission to do so must be secured from the principal.

3. Any girl having permission to take a party of girls in her car will be held responsible for the conduct of the group.

4. Permission to take such a party must be secured from the Dean of Women.

5. Girls must not accept invitations to ride from men or strangers.

6. Couples desiring to go automobiling must be chaperoned.

Hiking

1. Hiking clubs will be held accountable for the conduct of all members on hikes, whether in large or in small groups.

2. Hikers must not "pick up rides" or accept invitations to ride.

3. Plan your hikes so that they are not too long for you to walk all the way.

4. Girls walking outside the boro limits must go in groups of not less than two. Three is advised as a precaution in case of accident.

Chaperonage

1. All social functions of the

student body, and school organization, or any group of students must be chaperoned.

2. There must always be at least one representative from the faculty in the group of chaperones.

3. A list of the members of any party, with date, explanation of destination, and names of chaperones, must be presented to the Dean of Women before arrangements are completed. Blanks for this purpose may be secured at her office.

Movies Downtown

1. All mixed movie parties must be chaperoned. A party list must be presented to the Dean of Women.

2. Senior or middler girls may attend on Friday or Saturday nights in girls parties by signing their names in the Dean's office upon their departure and return.

3. A Junior girl may attend if chaperoned by a Senior girl. She must sign her own name and the name of her chaperone in the Dean's office.

4. Such parties may occur only on week-end nights when there is no school function demanding attendance.

Matinee

1. Couples or parties attending matinee may go unchaperoned.

2. They are expected to go directly to and from the theatre.

Dancing

1. Students are not allowed to attend public dances. This is an expulsion offense.
2. Social dances are held in the gymnasium once a week. A good student orchestra furnishes music.
3. Only students, faculty, and guests for whom social cards have been secured may attend.
4. The women students dance in the gym Wednesdays after dinner for an hour.

Social Evening Cards

1. All students desiring to take guests to school dances, parties or functions of any kind must secure social evening cards from the Dean of Women.
2. Men escorts calling for women at North Hall leave their cards in the office of the Dean of Women.

Use of Y. W. C. A. Reception Room

I. Committees and Clubs.

(a) Committees using this room must scedule date and hour with Dean of Women in advance.

(b) Clubs using this room must schedule meeting at least one week in advance.

II. Women Students.

(a) The room is open to women at all times when not already in use.

(b) Women are free to entertain out-of-town guests in this room at any time subject to the regulations of the school.

(1) Members of one's immediate family may call at any time.

(2) Permission must be secured from the Dean of Women for receiving other male guests.

III. Men and Women Students.

(a) Men calling at North Hall to escort ladies to functions in Alumni Hall or the Gymnasium are requested to meet them in this room.

(b) Upon returning from entertainments men may remain to call subject to the following restrictions:

(1) They may remain only on Friday or Saturday nights.

(2) In case of entertainments on both nights men may call only on one of these nights.

(3) Men who remain to call must leave North Hall at 9:45 o'clock.

IV. Faculty.

Faculty members desiring to use this room for special social func-

tions or emergency practice are asked to see the Dean of Women.

V. Use of Piano.

The piano may be used by women students as follows:

Monday, Tuesday, Wednesday, Thursday from 4 P. M. till 7:30 P. M. only.

Friday, from 4 P. M. till 9:45 P. M.

Saturday, from 9 A. M. until 9:45 P. M.

Sunday, from 9 A. M. until 7:30 P. M.

VI. Refreshments.

Clubs, individuals, may not serve refreshments in this room without having first arranged with the Dean of Women.

GIRLS' CLUB HOUSE

In 1922 a club house for girls was opened on the campus. This has been recently remodelled and refurnished, making a modern, attractive, and convenient recreation house which is open to all women students. The Government Association has charge of its use and care.

HOUSE REGULATIONS

General Usage

1. Open for general usage from 3 P. M. till 10 P. M., except Sundays.
2. Lists of all parties using the club house must be O. K'd by the Dean of Women.
3. The key to the club house may be secured at the office of the Dean of Women.

Club Usage

1. Club nights:

Art Club, 1st and 3rd Tuesdays in month.
Outdoor Club, 2d and 4th Tuesdays.
Hiking Club, 2d and 4th Wednesdays.
Athletic Club, 1st and 3d Wednesdays.
Dramatic Club, 1st and 3d Thursdays.

2. Club hours, 7:30 P. M.–9 P. M.
3. Regulations:

Clubs will be held responsible for any infringements of school regulations in passing to or from the house or while in the building.

Clubs must leave and enter the dormitory quietly.

Special Girls' Parties

Friday nights.
Saturday nights.
Study hour nights.

1. When entertaining parents or near relatives.
2. For approved club functions.
3. For birthday parties.

Recital and Play Spreads

All arrangements for these must be made with the Dean of Women.

Care of House Furnishings:

1. No furnishings of any kind may be taken away from the house.
2. All kitchen utensils must be properly washed and returned to their places by the persons using them.
3. Sinks and bath room must be left in good condition.

Chaperonage

1. Girls must accept the responsibility of seeing that all social regulations of the school are kept.
2. The student council shall have general oversight of the house.
3. Special parties must arrange for chaperones with the Dean of Women.
4. All girls must take the direct route to the house at night.
5. Not less than three must be in groups going to the house at night.

Back Row—Mrs. Lucy Abbot, Mildred Loomis. Front Row—Ida Shaffer, Isabelle Squires, Eva Erk.

SUMMER SESSION GOVERNMENT

At the beginning of the 1924 Summer Session the women in North Hall voted to continue student participation in government throughout the summer. A council consisting of a president and one representative from each floor was elected. The organization endorsed the traditions and regulations of the regular session and did much to promote a spirit of friendliness, cooperation, and responsibility for conduct among the women.

Hints for Mansfield Normal Women

Be daintily neat as to your person, your room and your belongings.

Let your voice be clear but not loud, your laugh merry but not boisterous.

Let your manner in public, like your dress, be so refined, so quiet as to awaken no comment.

Cultivate dignity, grace and self-control in posture and bearing.

Aim to extend your vocabulary sufficiently to prevent the need of slang as a means of expression.

Cultivate your judgment and have confidence in it but realize that there are some things youth cannot know and so appreciate and accept the counsel of maturity in the spirit in which it is offered.

Rise always when you are addressed by a member of the faculty or an older person who is standing.

On entering the building hold open the door for a guest, for a teacher, for the next girl, or for anyone needing such help.

Do not be a "tell-tale," but do not permit a grievous wrong to go unrighted through a sense of loyalty to the wrong-doer.

Enjoy the company of young men, but do not seek it or make it the constant theme of your conversation.

Do not accept attention from men

of doubtful character or permit any man, however worthy, to monopolize your company to a conspicuous extent.

Do not allow familiarity of tone or address, glance or touch from men not of your immediate family, or listen to a coarse jest from man or woman or continue to associate with those who indulge in them.

Do not fail to say "Thank you" to another for act of service or "I beg your pardon" for any act of rudeness you may have wittingly or unwittingly committed.

Use refined terms of greeting—"Good Morning," "Good Evening," not "Hello."

When you meet visitors in the building remember that you are Mansfield Normal hostesses. Express to them in acts of gracious service the genial spirit and true hospitality of our school.

Remember that you yourself are a guest in a beautiful building that belongs to the State. Treat it with care everywhere.